

# TKS Inventory Transfer Guide



Did you know? Registering for both sales with the same consignor number lets you transfer inventory easily, keep the same tags, and maximize your earnings!

## Inventory Transfer & Adding New Inventory Mooresville- 1st sale of the season

### Scenario #1:

- I am a consignor for Mooresville only

1. Move the inventory you are bringing from inactive inventory to active inventory
2. Add new inventory

### Scenario #2:

- I consigned in Salisbury
- AND I am consigning in Mooresville
- AND I am NOT TRANSFERRING Inventory
  - You may add new inventory to Mooresville

Are you a DONATE ALL consignor?  
Did you sell All your Inventory?  
This is for you!

### Scenario #3:

- I consigned in Salisbury
- AND I am consigning in Mooresville.
- AND I AM TRANSFERRING Inventory
  - WAIT to TRANSFER INVENTORY
  - WAIT to ADD NEW INVENTORY
  - You will receive an email with Inventory Transfer Window-WATCH THE DAYS!
    - Inventory can't transfer once the transfer window closes
  - YOU MUST TRANSFER INVENTORY BEFORE entering new inventory
    - Your inactive & active inventory must be empty to transfer inventory. If it is not empty, it may mess up your item numbers & you may have to reprint tags
  - Once you transfer your inventory, move the items you are bringing from inactive to active inventory
  - Now you may add new inventory
  - [Video Here](#)

## Inventory Transfer & Adding New Inventory Salisbury- 2nd sale of the season

### Scenario #1:

- I am a consignor for Salisbury only

1. Move the inventory you are bringing from inactive inventory to active inventory
2. Add new inventory

### Scenario #2:

- I consigned in Mooresville
- AND I am consigning in Salisbury
- AND I am NOT TRANSFERRING Inventory
  - You may add new inventory to Salisbury

Are you a DONATE ALL consignor?  
Did you sell All your Inventory?  
This is for you!

### Scenario #3:

- I consigned in Mooresville
- AND I am consigning in Salisbury.
- AND I AM TRANSFERRING Inventory
  - WAIT to TRANSFER INVENTORY
  - WAIT to ADD NEW INVENTORY
  - You will receive an email that tells you when you can transfer your inventory & then enter new inventory
  - YOU MUST TRANSFER INVENTORY BEFORE entering new inventory
    - Your inactive & active inventory must be empty to transfer inventory. If it is not empty, it may mess up your item numbers & you may have to reprint tags
  - Once you transfer your inventory, move the items you are bringing from inactive to active inventory
  - Now you may add new inventory
  - [Video Here](#)